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OFFICE OR STAFF DD/ Office of Communications		OFFICE CODE V	REQUEST Security Information	APPROVAL DATE 12 February 1953	CONTROL NO. P-18	Page of Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
25X1A2g Office of Communications Project - [REDACTED] Office of the Chief Clerk Typist	GS-301-5	5	Office of Communications Project - [REDACTED] Office of the Chief Admin Clerk	GS-301-6	5		
NEW OFFICE TOTALS			APPROVAL				
25X1A9a This change does not affect Office totals or ceilings			<del>SECRET</del> The 170 changes listed above are hereby approved. Please make changes on office [REDACTED] Chief, Classif. & Wage Div.				

Approved For Release 2000/04/14 : CIA-RDP78-03568A000600080007-0

4-3307

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Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a TO : Chief, Classification and Wage Division DATE: 11 February 1953  
ATTN : Mr. [REDACTED]  
FROM : Chief, Administrative Staff, Office of Communications

SUBJECT: Reallocation of Position

25X1A2g 1. The Office of Communications requests that position #5, Clerk/Typist, GS-301-5, on the [REDACTED] table of organization be reviewed and reallocated to Clerk/Admin, GS-301-6.

2. This request is based upon the fact that the duties and responsibilities of the position fall into the administrative assistant category. The incumbent must not only be a proficient typist but also must have the necessary qualifications required for overall administrative assignments. *Annual salary. Clerk for the project which is a self-sustaining operation due to nature of work.* The following are many of the duties and responsibilities that fall upon the incumbent:

A. Subject is directly responsible to the Chief of Station, [REDACTED] and indirectly responsible to Chief of Training and Chief of Security *and assist them in training & security program.*

B. Subject is responsible for the organization, maintenance and security of all station files.

C. Subject is responsible for the compilation and maintenance of a property and supply inventory *of [REDACTED] supplies for the project.*

25X1A2g D. Subject is responsible for the preparation of all travel vouchers concerning [REDACTED] personnel, maintains Time and Attendance records and also leave records.

E. Subject maintains and prepares all reports for the Chief of Station including strength reports, personnel reports.

F. Subject also maintains switchboard during working hours.

G. In the absence of the Chief of Station, subject has the responsibility of maintaining the complete supervision of his office.

25X1A2g 4. Due to the covert nature of Project [REDACTED] the position not only calls upon the subject to be security conscious at all times, but it also calls upon the subject to be discreet and self-reliant.

5. In view of these facts it is requested that this position be reviewed and considered for reallocation as Clerk/Admin, GS-6.

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